

MINIMUM QUALIFICATIONS DOCUMENT

(Attachments Can Be Included)

IMPORTANT NOTE: ALL (14) ITEMS MUST BE ANSWERED

Contractor (Include Name, Address, and Telephone Number)

1. Experience (Detail years of collection experience.)

2. References (List two with debt referral volumes similar to the State's.
Include contact person and telephone number.)

3. Collection Procedures (State collection efforts that will be taken. Include use of automated equipment, such as predictive dialers, etc.)

4. Litigation (Acknowledge understanding the State's policy/requirements.)

5. Remitting Collections (State actions/service that will be taken/provided.)

6. State Offset Payments (Acknowledge understanding the State's policy/requirements.)

7. Computer Capability (List current computer hardware in use, and volume capabilities.)

8. Compromise Settlements, Cancellation/Abatement, Suspension of Effort
(Acknowledge understanding the State's policy/requirements.)

9. Reports (List reports that will be provided, and frequency.)

10. Records Inspection (Acknowledge understanding the State's policy/requirements.)

11. Compliance With Law/Arrearages (Acknowledge understanding the State's requirements.)

12. Maryland State Office (Provide requested information. Include the principal office and office in Maryland where the bulk of the accounts will be worked.)

13. Defalcation Bond (Acknowledge understanding the State's requirements.)

14. Financial Statement (Attach a copy of the latest financial statements.)
